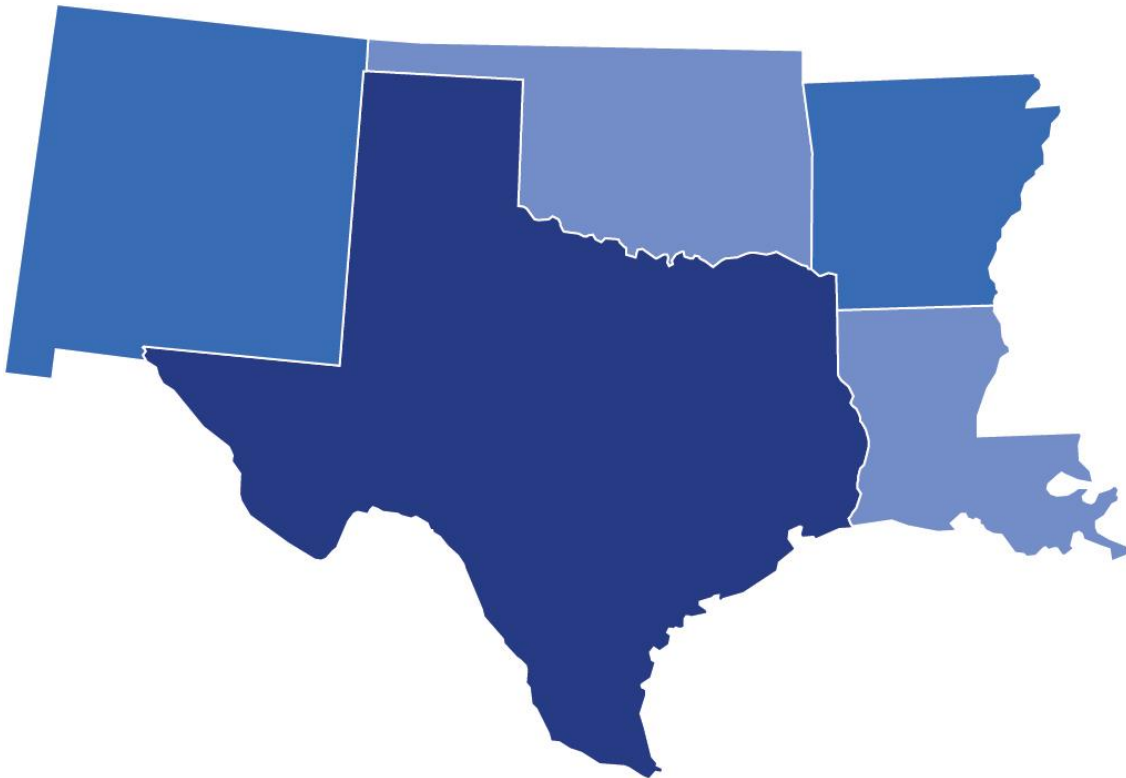




## **2017 South Central Region**



**San Antonio District Office  
Small Business Award  
Guidelines Supplement**

**San Antonio District Office**

Small businesses set the foundation for the economic growth. Here in Texas there are more than 2.4 million small businesses which is about 98.6 percent of all the state's employers and that means small businesses put more than 4.4 million Texans to work.

The San Antonio District Office (SADO) is committed to fostering economic growth by providing assistance to the nearly 104,000 small businesses that are located within the SBA, San Antonio District Office's 55 county service areas.

The counties served are: Atascosa, Bandera, Bastrop, Bee, Bexar, Blanco, Burnet, Caldwell, Calhoun, Comal, Concho, Crockett, De Witt, Dimmit, Edwards, Fayette, Frio, Gillespie, Goliad, Gonzales, Guadalupe, Hays, Irion, Jackson, Karnes, Kendall, Kerr, Kimble, Kinney, La Salle, Lampasas, Lavaca, Lee, Live Oak, Llano, Mason, Maverick, McCulloch, McMullen, Medina, Menard, Real, Refugio, San Saba, Schleicher, Sutton, Tom Green, Travis, Uvalde, Val Verde, Victoria, Web, Williamson, Wilson, and Zavala.

### **Introduction**

In recognition of the small business community’s contribution to the American economy and society, the President of the United States designates one week each year as National Small Business Week. Leading up to National Small Business Week 2017, the U.S. Small Business Administration (SBA), often in conjunction with public-and private-sector small business supporters, will host special events at the local and state levels to honor and present awards to local entrepreneurs.

*The nomination, eligibility criteria, selection process, evaluation criteria and time frame for the various SBA Awards selected from nominated individuals or businesses are set forth below. The Agency reserves the right, in its sole reasonable discretion, to remove a nominee from the selection process.*

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*All SBA programs and services are provided on a nondiscriminatory basis.*

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### **SBA South Central District Awards**

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#### **District Office Small Business Awards**

1. Entrepreneur Success Award
2. Young Entrepreneur of the Year
3. Family-Owned Business of the Year
4. Encore Entrepreneur of the Year
5. Minority Small Business of the Year
6. Veteran Small Business of the Year
7. Women in Business of the Year

#### **District Office Small Business Champion Awards**

8. Small Business Champion of the Year
9. Home-Based Business Champion of the Year
10. Financial Services Champion of the Year

National Small Business Week award categories include Small Business Person of the Year, Exporter of the Year, and other specialized awards. The award winners of the National categories will be recognized at the district level. Criteria for National awards are not located in this packet. National award category information can be found at [www.sba.gov/nsbw/awards](http://www.sba.gov/nsbw/awards).

## District Office Small Business Awards

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### 1. SAN ANTONIO DISTRICT OFFICE ENTREPRENEURIAL SUCCESS AWARD

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Individuals must own and operate businesses initially launched as a small business according to SBA size standards and subsequently developed into large businesses; and they must have received SBA assistance to help the businesses grow.

#### Evaluation/selection criteria for the SBA Entrepreneurial Success award

1. **Staying power** — a substantiated history as an established business; including:
  - a. Number of years in business; minimum three years.
  - b. Sustained expansion, addition of territories, growth in square footage occupied.
  - c. Steady growth in net worth as evidenced by total assets less total liabilities on calendar year end annual balance sheets for 2013, 2014 and 2015.
2. **Growth in number of employees** — a benchmark to judge the impact of the business on the job market.
  - a. Sustained over a minimum of three years.
  - b. Increase over the three years must be in excess of growth in Gross National Product.
3. **Increase in sales and/or unit volume** — an indication of continued growth over the last three years. Consistent growth in net income as evidenced by fiscal year annual profit-and-loss statements for calendar years 2013, 2014 and 2015.
4. **Current and past financial performance** — financial reports substantiate an improved financial position of the business.
  - a. Profit-and-loss statements for the last three years, reflecting sustained upward growth.
  - b. Balance sheets for calendar years 2013, 2014 and 2015, showing consistent increase in net worth and/or partners' return.
5. **SBA Assistance** — documentation of the type(s) and amount(s) of SBA assistance received by the business and the year(s) in which it was received.

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## 2. SAN ANTONIO DISTRICT OFFICE YOUNG ENTREPRENEUR OF THE YEAR

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To be considered a young entrepreneur, the individual must serve as a majority owner and operate or bear principal responsibility for operating a small business with a three year track record, and who will not have reached the age of 30 by June 1, 2017.

1. Evidence of success as measured by sales and profits.
2. Increased employment opportunities created by the nominee's business.
3. Development and/or utilization of innovative or creative business methods.
4. Demonstrated entrepreneurial potential necessary for long-term business success and economic growth.

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## 3. SAN ANTONIO DISTRICT OFFICE FAMILY-OWNED BUSINESS OF THE YEAR

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This award honors a family-owned and operated business which has been passed on from one generation to the next. The owner must also serve as a majority owner and operator or bear principal responsibility for operating a small business with **at least a 15-year track record**.

1. Evidence of success as measured by sales and profits.
2. Increased employment opportunities for family members and non-family members for the nominee's business.
3. Demonstrated potential necessary for long-term business success and economic growth.
4. Voluntary efforts to strengthen family-owned businesses within the community.

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## 4. SAN ANTONIO DISTRICT OFFICE ENCORE ENTREPRENEUR BUSINESS OF THE YEAR

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To be considered an encore entrepreneur, the individual must serve as a majority owner and operate or bear principal responsibility for operating a small business with a three year track record, and started the business after the age of 50.

1. Evidence of success as measured by sales and profits.
2. Increased employment opportunities created by the nominee's business.
3. Development and/or utilization of innovative or creative business methods.
4. Demonstrated entrepreneurial potential necessary for long-term business success and economic growth.

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## 5. SAN ANTONIO DISTRICT OFFICE MINORITY SMALL BUSINESS OF THE YEAR

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This award honors a minority-owned and operated business. The owner must also serve as a majority owner and operator or bear principal responsibility for operating a small business. Must be in business a minimum of three years.

1. Evidence of success as measured by sales and profits.
2. Increased employment opportunities created by the nominee's business.
3. Development and/or utilization of innovative or creative business methods.
4. Demonstrated entrepreneurial potential necessary for long-term business success and economic growth.

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**6. SAN ANTONIO DISTRICT OFFICE VETERAN SMALL BUSINESS OF THE YEAR**

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This award honors a veteran-owned and operated business. The owner must also serve as a majority owner and operator or bear principal responsibility for operating a small business. Must be in business a minimum of three years.

1. Evidence of success as measured by sales and profits.
2. Increased employment opportunities created by the nominee's business.
3. Development and/or utilization of innovative or creative business methods.
4. Demonstrated entrepreneurial potential necessary for long-term business success and economic growth.

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**7. SAN ANTONIO DISTRICT OFFICE WOMEN IN BUSINESS OF THE YEAR**

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This award honors a woman-owned and operated business. The owner must also serve as a majority owner and operator or bear principal responsibility for operating a small business. Must be in business a minimum of three years.

1. Evidence of success as measured by sales and profits.
2. Increased employment opportunities created by the nominee's business.
3. Development and/or utilization of innovative or creative business methods.
4. Demonstrated entrepreneurial potential necessary for long-term business success and economic growth.

**Who is eligible to be nominated for the District Small Business awards?**

To be nominated to receive this award, the nominee must be an individual who owns and operates, or who bears principal responsibility for operating a business. Partners who jointly own and operate a business may be nominated as a "team," so long as the number of individuals in the team nomination does not exceed four. Nominees must also be residents of and employed in the United States or its territories and will be subject to background checks.

**Who may submit nominations for these awards?**

Any individual or organization dedicated to the support of the small business community in the United States, including, but not limited to, trade and professional associations and business organizations, may submit nominations for this award. Individuals may not be nominated for more than one National SBW 2017 award category. *Individuals may self-nominate for this award.* SBA employees may help to solicit nominations, but they cannot submit nominations on behalf of the nominee.

**What information must the nomination package contain?**

Nominations must contain the information required below. Incomplete nomination packages will not be considered. **All evaluation/selection criteria listed above for the award category must be specifically addressed.**

A complete nomination package will include:

- 1) A completed background form (**SBA Form 3300, Award Nomination Background Form**) which is available through SBA district offices and the online at <https://www.sba.gov/nsbw/awards>. For “team” nominations, a background form is required for each team member;
- 2) A brief biography of the nominee, **not to exceed one page**. For “team” nominations, a biography is required for each team member;
- 3) A business profile that includes a description of the nominee’s business and **information to support the evaluation/selection criteria** listed above.
- 4) The nominee’s financial performance in the following format:

Financial Summary			
Year	2013	2014	2015
Number of Employees			
Total Sales			
Net Profit (Before Tax)			
Total Assets			
Total Liabilities			
Net Worth			

Based on the financial chart provided above, please explain in more detail the business’s year to year changes in financial health (e.g. sales, net profit, net worth) and number of employees.

- 5) Additional supporting documentation deemed significant by the nominator, including news clips, letters of recommendation and other evidence of the appropriateness of the nomination (supporting documentation must not exceed 10 pages). Videos will not be considered;
- 6) An original 8” x 10” or 5” x 7” photo of the nominee or a digital photo – at least 300 dpi; photocopies are not acceptable. For “team” nominations, a group photo is acceptable

## District Office Small Business Champion Awards

To be nominated and receive one of these awards, the small business nominee must fit within the category of the award. Each of the Small Business Champion awards will be rated based on the specific evaluation criteria listed below:

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### 8. SAN ANTONIO DISTRICT OFFICE SMALL BUSINESS CHAMPION OF THE YEAR

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An individual who assists small businesses through advocacy efforts has fulfilled a commitment to the advancement of small business opportunities. Nominees may or may not be small business owners.

1. Volunteer efforts beyond business/professional responsibilities to advance small business interests within the community, state and/or nation.
2. Demonstrated efforts to improve conditions in the small business community as a whole, not solely for individual personal advancement.
3. Volunteer efforts to provide professional services to the small business community in a legal, legislative, managerial or financial capacity.
4. Demonstrated accomplishments in advising small business groups of opportunities within the overall business community.
5. Other accomplishments demonstrating the nominee's merit as an effective advocate for small business interests.

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### 9. SAN ANTONIO DISTRICT OFFICE FINANCIAL SERVICES CHAMPION OF THE YEAR

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An individual who assists small businesses through advocacy efforts to increase the usefulness and availability of accounting or financial services for small businesses may be nominated. Nominees may or may not be small business owners.

1. Outside of regular business duties, the amount and quality of assistance given small businesses to obtain financing.
2. Advocacy for changes in the financial services industry to assist small companies.
3. Encouragement of the flow of investment capital to small ventures.
4. Active support for legislative or regulatory action designed to help small firms.
5. Measurable accomplishments through the advocacy efforts of the financial services or accounting industries to advance small business interests.

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### 10. SAN ANTONIO DISTRICT OFFICE HOME-BASED BUSINESS CHAMPION OF THE YEAR

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An individual or business that has experienced the rewards and difficulties of owning a home-based business and has volunteered to improve the climate for these businesses may be nominated. Nominees may or may not be current small business owners.

1. Volunteer efforts to improve the conditions for home-based businesses.
2. Entrepreneurial training, policy development efforts, or financial or business planning specifically tailored for home-based businesses.
3. Demonstrated interest in home-based businesses by an owner or former owner.



4. Measurable accomplishments in advancing home-based businesses, such as adoption of public policy or expansion of a program.

#### Who may submit nominations for the Small Business Champion awards?

Any individual or organization dedicated to the support of the small business community in the United States, including, but not limited to, trade and professional associations and business organizations, may submit nominations for these Small Business Champion Awards. SBA employees may help to solicit nominations, but they cannot submit nominations on behalf of the nominee.

Individuals may not be nominated for more than one 2017 award category.

#### What information must the nomination package contain?

Nominations must contain the information required below. Incomplete nomination packages will not be considered. All evaluation/selection criteria must be specifically addressed. A complete nomination package includes:

- 1) A completed background form (**SBA Form 3300, Award Nomination Background Form**) which is available through SBA district offices and the online at <https://www.sba.gov/nsbw/awards>. For “team” nominations, a background form is required for each team member;
- 2) A brief biography of the nominee, **not to exceed one page**. For “team” nominations, a biography is required for each team member;
- 3) A business profile, if applicable, that includes a description of the nominee’s business and **information to support the evaluation/selection criteria** listed above.
- 4) Additional supporting documentation deemed significant by the nominator, including news clips, letters of recommendation and other evidence of the appropriateness of the nomination (supporting documentation must not exceed 10 pages). Videos will not be considered;
- 5) An original 8” x 10” or 5” x 7” photo of the nominee or a digital photo – at least 300 dpi; photocopies are not acceptable. For “team” nominations, a photo is required for each team member.

## **Where are the nominations to be sent?**

Nominations must be submitted to the U.S. Small Business Administration district office in the state or territory where the nominee is located. Nominations may be mailed or hand delivered to the District Office. These awards may not be emailed.

**U.S. Small Business Administration,  
San Antonio District Office  
Attn: Nina Ramon  
615 E. Houston St. Suite 298  
San Antonio TX 78205**

## **Deadline for nomination?**

All nominations for the awards must be postmarked or hand delivered to the San Antonio SBA District Office no later than February 15, 2017 at 3 pm CDT.

## **What are the selection procedures for these awards?**

February/March 2017 - The SBA Small Business Champions will be selected at the district level by a panel of judges.

May 2017 - District winners will be announced during National Small Business Week.

## **For more information**

Please contact Nina Ramon, Public Affairs Specialist  
Email - [nina.ramon@sba.gov](mailto:nina.ramon@sba.gov)  
Call – 210-403-5920

*The Agency reserves the right, in its sole reasonable discretion, to remove a nominee from the selection process.*